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State Real Estate Appraisers Board
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STATE REAL ESTATE APPRAISERS BOARD

PUBLIC SESSION MINUTES

FEBRUARY 17, 2016

The regular meeting of the Board of Real Estate Appraisers was held at 124 Halsey Street on the 3RD Floor on Wednesday, **FEBRUARY 17, 2016**. The meeting was convened in accordance with the provisions of the Open Public Meeting Act. Board President, Mr. Krauser called the meeting to order at 9:30 A.M. A roll call was taken and the following attendance was recorded for these minutes:

John A. McCann	Present
Barry J. Krauser	Present
Cheryl A. Randolph-Sharpe	Present
Joseph Palumbo	Present

Also, present were: Steven Flanzman, Senior Deputy Attorney General; Barbara Lopez, Deputy Attorney General; Charles Kirk, Acting Executive Director; Emilio Aviles, staff and Judith Nadal, staff

APPROVAL OF MINUTES OF NOVEMBER 24, 2015

Following review and discussion by the Board and upon motion of Mr. Palumbo, seconded by Mr. McCann it was determined that the minutes of November 24, 2015 be approved. A vote was taken and the motion was carried, unanimously.

DIRECTOR'S REPORT

Acting Executive Director, Mr. Charles Kirk made the following announcements:

*** There were two Investigative Inquiries (1 matter) scheduled for this meeting.

CONTINUING EDUCATION

PROVIDER		COURSE TITLE	HOURS
NJ Institute for Continuing Legal Education	(1)	Real Estate Tax Appeals: A Primer	3 Hrs. Of C.E.
Metro NY Chapter of the Appraisal Institute	(1)	Commercial Real Estate Finance, Trends & Outlook	7 Hrs. Of C.E.
On Course Learning d.b.a. Career WebSchool	(1)	2016-2017 15 Hour USPAP	15 Hrs. Of Pre-Lic.
McKissock	(1)	2016-2017 USPAP	15 Hrs. Of Pre-Lic.
Delaware Chapter of the Appraisal Institute	(1)	Kent County Economic Report	2 Hrs. Of C.E.
Beach Appraisal Seminars	(1)	Valuation of Easements	7 Hrs. Of C.E.
	(2)	The USPAP Compliant Appraisal	7 Hrs. Of C.E.
	(3)	2016-2017 7-Hour National USPAP	7 Hrs. Of C.E.
NAIFA	(1)	2016-2017 USPAP	7 Hrs. Of C.E.
North Jersey Chapter - NAIFA	(1)	Capital Reserves & their relationships to the Appraisal process	2 Hrs. Of C.E.
Metro NJ Chapter of the Appraisal Institute	(1)	New Jersey Appraisal Law	2 Hrs. Of C.E.
Allied Schools	(1)	2016-2017 USPAP	15 Hrs. Of Pre-Lic.
NJDOT	(1)	NJDOT Appraisal Review Seminar	7 Hrs. Of C.E.
Allied Schools	(1)	Advanced Residential Application & Case Studies	13.5 Hrs. Of C.E.
	(2)	Selected Topics in Appraisal	19 Hrs. Of C.E. & 20 Hrs. Of Pre-Lic.
	(3)	Statistics, Modeling and Finance	13.5 Hrs. Of C.E. & 15 Hrs. Of Pre-Lic.

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Northeast NJ Chapter of the Appraisal Institute	(1)	Tax Appeal Process: Appraisers and Assessors Perspective	2 Hrs. Of C.E.
	(2)	Adaptive Re-use Assessment through solutions	2 Hrs. Of C.E.
Hondros	(1)	2016-2017 Update USPAP Course	7 Hrs. Of C.E.
	(2)	2016-2017 USPAP Course	15 Hrs of Pre-Lic.
American Society of Appraisers Norther NJ Chapter	(1)	National USPAP	7 Hrs. Of C.E.
ASFMRA	(1)	Best Practices for Rural Property Appraisal	8 Hrs. Of C.E.
American School of Business	(1)	2016-2017 USPAP	15 Hrs. Of Pre-Lic.
Philadelphia Metro Chapter of the Appraisal Institute	(1)	Beyond the Numbers: Market Analysis Tips and Trends	2 Hrs. Of C.E.
OnCourse Learning d.b.a. Career WebSchool	(1)	2016-2017 USPAP Course	7 Hrs. Of C.E.

RENEWALS

McKissock	(1)	Residential Report Writing & Case Studies	14 Hrs. Of C.E. & 15 Hrs of Pre-Lic.
ASFMRA	(1)	Integrated Approaches	27 Hrs. Of C.E. & 30 Hrs. Of Pre-Lic.
Appraisal Institute	(1)	Online General Appraiser Sales Comparison Approach	27 Hrs. Of C.E. & 30 Hrs. Of Pre-Lic.
VAN ED	(1)	Basic Appraisals Principles	29 Hrs. Of C.E. & 30 Hrs. Of Pre-Lic.
	(2)	Basic Appraisals Procedures	29 Hrs. Of C.E. & 30 Hrs. Of Pre-Lic.
	(3)	Fundamentals of Commercial Real Estate	7 Hrs. Of C.E.

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	(4)	Residential Environmental Hazards Screening	7 Hrs. Of C.E.
	(5)	URAR	6.5 Hrs. Of C.E. w/exam 7 Hrs. Of C.E. w/o exam
McKissock	(1)	The Cost Approach	7 Hrs. Of C.E.
	(2)	The Nuts & Bolts of Green Buildings for Appraisers	3 Hrs. Of C.E.
	(3)	Essential Elements of Disclosures & Disclaimers	5 Hrs. Of C.E.
	(4)	Introduction to Legal Descriptions	2 Hrs. Of C.E.
	(5)	Residential Appraiser Site Valuation & Cost Approach	14 Hrs. Of C.E. & 15 Hrs of Pre-Lic.
	(6)	General Appraiser Site Valuation & Cost Approach	27 Hrs. Of C.E. & 30 Hrs. Of Pre-Lic.
	(7)	General Appraiser Market Analysis Highest & Best Use	27 Hrs. Of C.E. & 30 Hrs. Of Pre-Lic.
	(8)	Secondary Market Appraisal Guidelines	7 Hrs. Of C.E.
Appraisal Institute	(1)	Residential Applications	7 Hrs. Of C.E.
	(2)	Residential Applications Part 2	7 Hrs. Of C.E.
	(3)	Quantitative Analysis	32 Hrs of C.E. & 35 Hrs. Of Pre-Lic.
	(4)	Using Spreadsheets Programs in Real Estate Appraisals	7 Hrs. Of C.E.
	(5)	Application & Interpretation of Simple Linear Regression	14 Hrs. Of C.E. & 15 Hrs. Of Pre-Lic.
	(6)	Online Forecasting Revenue	7 Hrs. Of C.E.
	(7)	Online Residential Report Writing And Case Studies	14 Hrs. Of C.E. & 15 Hrs of Pre-Lic.

	(8)	Online Residential Market Analysis & Highest & Best Use	14 Hrs. Of C.E. & 15 Hrs. Of Pre-Lic.
	(9)	Online Analyzing Operating Expenses	7 Hrs. Of C.E.
	(10)	Condemnation Appraising: Principles and Applications	21 Hrs. Of C.E. & 22 Hrs. Of Pre-Lic.
	(11)	Online General Appraiser Income Approach Part 2	27 Hrs. Of C.E. & 30 Hrs. Of Pre-Lic.
	(12)	Case Studies in Appraising Green Residential Buildings	8 Hrs. Of C.E.
	(13)	Introduction to Green Buildings	8 Hrs. Of C.E.
	(14)	Online General Appraiser Report Writing and Case Studies	28 Hrs. Of C.E. & 30 Hrs. Of Pre-Lic.
	(15)	Real Estate Finance, Statistics, & Valuation Modeling	28 Hrs. Of C.E. & 30 Hrs. Of Pre-Lic.
	(16)	Case Studies in Appraising Green Commercial Buildings	14 Hrs. Of C.E. & 15 Hrs. Of Pre-Lic.
Rutgers Center for Government Services	(1)	Adjustment Process	4 Hrs. Of C.E.
	(2)	Cost Approach	4 Hrs. Of C.E.

INDIVIDUAL REQUEST

Robert Ruggles	(1)	NCREIF Fall Conference	7 Hrs of C.E.
Sung Lee	(1)	NCREIF Fall Conference	7 Hrs. Of C.E.

Following review and discussion by the Education Committee of the Board and upon motion of Mr. Palumbo, seconded by Mr. McCann it was determined that the C.E. Courses and Individual Requests listed above did meet the established criteria for the designated approved hours and that they be approved as noted above. A vote was taken and the motion was carried, unanimously

THE APPRAISAL FOUNDATION

- *** USPAP Q & A issued December 22, 2015.
- *** Memo from Margaret Hambleton, Chair of the Appraisal Standards Board dated January 15, 2016 regarding - *'Discussion Draft - Potential Areas of Change for the 2018-2019 edition of the Uniform Standards of Professional Appraisal Practice'*.
- *** APB Public Meeting Announcement in Las Vegas, Nevada on January 29, 2016.
- *** ASB Public Meeting Announcement in Tampa, Florida on February 19, 2016.
- *** **Foundation [News](#):** The Appraisal Foundation Seeks Candidates for Vacancies on Board of Trustees. - - application deadline is March 11, 2016.
- *** USPAP Q & A - Issue Date: February 10, 2016
- *** **Appraisal Qualifications Boards Memo dated February 11, 2016 from Joe, Traynor, Chair of the Appraisal Qualifications Board re:** *"Discussion Draft - Potential Areas of Change to the Real Property Appraiser Qualification Criteria"*

The Board reviewed, discussed and duly noted all above items.

DISCIPLINARY ACTIONS TAKEN

- *** **IMO - RICHARD MARRA** - Consent Order Filed November 17, 2015 imposing:
 - *** Reprimand
 - *** \$5,000.00 Civil Penalty
 - *** \$500 in Costs
 - *** Successful completion of a 15 Hour USPAP
 - *** Successful completion of 15 Hour Residential Report Writing Course

***** IMO - UCHENNA C. EBOH - Consent Order Filed December 3, 2015 imposing:**

***** \$1,500.00 Civil Penalty**
***** Public Reprimand**

***** EDWARD M. KANE, IV - Consent Order Filed February 9, 2016 imposing:**

***** \$2,500.00 Civil Penalty**
***** \$791.50 in Costs**
***** Successful completion of a 15 Hour USPAP**
***** Successful completion of 15 Hour Residential Market Analysis and Highest and Best Use Course**
***** For 3 months Mr. Kane shall maintain a log of all appraisal reports completed in which he is to submit to the Board. The Board will review a random selection of reports to determine whether a period of stayed suspension, to be served as a period of probation, is warranted.**

***** SEAN E. KANE - Consent Order Filed February 9, 2016 imposing:**

***** \$3,500.00 Civil Penalty**
***** \$261.75 in Costs**
***** Successful completion of a 15 Hour USPAP**
***** Successful completion of 30 Hour Basic Appraisal Principles Course**
***** 6 months suspension which suspension shall be stayed and served as a period of probation. During the stayed suspension Mr. Kane shall maintain a log of all appraisal reports completed in which he is to submit to the Board. The Board will review a random selection of reports and in its sole discretion, make a determination as to whether the stayed suspension/period of probation should be terminated or continued.**

The Board reviewed, discussed and duly noted all above Orders.

STATE REAL ESTATE BOARD MEETING DATE CHANGES FOR 2016

January 26, 2016

February 17, 2016

March 29, 2016

April 20, 2016

May 18, 2016

June 15, 2016

July 20, 2016

September 29, 2016

October 19, 2016

November 16, 2016

Following review and discussion by the Board and upon motion of Mr. McCann, seconded by Mrs. Sharpe it was determined that the above dates be approved and that the State Board of Real Estate Appraisers Board Meetings are now on the 3rd Wednesday of the month. A vote was taken and the motion was carried, unanimously.

OTHER

***** Inquiry from Michael J. Pratico, Chief Appraisal Officer of Columbia Bank requesting the status of the Appraisal Fee Survey whereas in his search the last survey found was from 2012. It is noted that the DOBI is required to do this annually as per N.J.A.C. 3:1-16.2 (2016):**

3. Appraisal fee: If the appraisal is performed and delivered by a third party appraiser, the fee shall not exceed the amount paid, or to be paid, directly to the party performing and delivering the appraisal. If the appraisal is performed and delivered in-house, the fee shall approximate the usual, customary and reasonable fee for comparable appraisals by third party appraisers based on a survey of such fees charged by lenders to be conducted annually by the Department and published in the New Jersey Register. If the appraisal is performed by a third party appraiser and delivered by an appraisal management company, the fee charged by the lender shall not exceed the amount charged by the appraisal management company and shall approximate the usual, customary and reasonable fee for comparable appraisals by third party appraisers based on a survey of such fees charged by lenders to be conducted annually by the Department and published in the New Jersey Register. The initial charge to the borrower may be based on a reasonable estimate, provided that any amount in excess of the amount authorized above in this paragraph is refunded to the borrower at or prior to closing;

Following review and discussion by the Board it was determined that this matter be forwarded to the Division of Banking and Insurance for Inquiry.

PENDING APPLICATIONS

Residential

Lawrence Roselli, Jr. Yuri Berger

Certified Residential

Gregory T. Sidiropolous Heather Committee

PUBLIC COMMENT

There was no public present at this meeting.

ADJOURNMENT

Upon motion of Mrs. Sharpe, seconded by Mr. McCann it was determined that the Public Meeting be adjourned at 11 A.M. and the Board proceed to the Executive Session. A vote was taken and the motion carried, unanimously

Respectfully submitted,

CHARLES F. KIRK
For the Board

